



U-170/RPM-1

DIA review(s) completed.

03 AUG 1978

TO: Director of Personnel

SUBJECT: Secretarial Development Programs

The Defense Intelligence Agency is a small agency in the Department of Defense charged with the production of foreign military intelligence in support of departmental and national consumers. The Agency employs approximately 2,200 civilian employees and a like number of military personnel.

We are embarking on a project to develop a comprehensive, meaningful, career development program for our clerical employees. In doing so, we are contacting a number of personnel officials, both in government and the private sector, to avail ourselves of your experience in this area.

Specifically, we are interested in learning of efforts which your organization may have made to enhance the clerical career, both in terms of desirability of the job and to achieve excellence in clerical support to your mission. Such actions might include (but are not limited to):

- Training courses at determined points in the career progression
- Selection criteria - factors used in evaluating candidates
- Advancement criteria - how candidates for a high position are selected
- Career paths - a definition of paths for advancement to which secretarial personnel can reasonably aspire within the secretarial profession
- Upward mobility - avenues for self-improvement and advancement external to the secretarial field
- Skills and abilities documentation - internal personnel management information systems used to display qualifications of current employees and/or external job candidates.

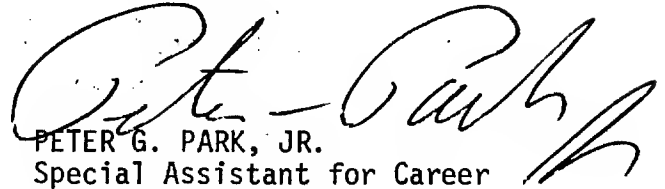
We would very much appreciate a copy of any pertinent manuals, brochures or other publications which you may be able to share with us. If you have any questions, please give me a call at 695-6249 or 695-9146. Also, if it would be more convenient, I would be pleased to visit your office

to discuss your program. Please send your inputs to:

Defense Intelligence Agency
ATTN: RPM-1 (Mr. Park)
Washington, D.C. 20301

Your assistance is genuinely appreciated.

Sincerely,



PETER G. PARK, JR.
Special Assistant for Career
Development
Civilian Personnel Division

OFFICE OF PERSONNEL

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